

Community Services Department
Escalante Community Center



ROOM RESERVATION REQUEST 2016

2150 E. Orange St. Tempe, AZ 85281

www.tempe.gov/escalante

Phone: 480-350-5800

Fax: 480-350-5815

RESPONSIBLE PARTY INFORMATION (Must be present at meeting/event)

First Name	Last Name	Business Phone	Cell/Home Phone
Mailing Address	City	St	Zip
Email Address			

ALTERNATE CONTACT PERSON

First Name	Last Name	Business Phone	Cell/Home Phone
Email Address			

ORGANIZATION INFORMATION

Organization Name:			
Mailing Address (If different from Responsible Party)	City	St	Zip
Brief Description of Organization			

MEETING INFORMATION

Description of Meeting/Event:			
Number of Attendees:	# of Tables Needed:	# of Chairs Needed:	
Will your meeting/event include any of the following:	Food/Drink	Arts/Crafts	Amplified Music/DJ
Will your meeting/event need the use of:	PA System	Projection System	TV/DVD Cart
Any special accommodations:			

This is an application only. Nothing is finalized until all payments and required documents are received and a permit is sent to you from the Community Services Department. By signing below I attest that I am at least 18 years of age, and have read, understand and agree to comply with all of the attached room reservation policies and procedures.

Signature of Responsible Party					Date	
FOR OFFICE USE ONLY		DATE RECEIVED:		PERMIT #:		
City Dept.	Resident	Non-Resident	Not for Profit	Commercial/For Profit	DATE OF EVENT:	

ROOM INFORMATION

LaPaz(25)
 Brio(25)
 Bravo(25)
 Senior Center(50)

HOURS AVAILABLE

Monday-Thursday 8am-8:30pm
 Fridays 8am-7:30pm
 Saturdays 10am-4:30pm
 Sundays 1pm-5:30pm

ORGANIZATION NAME _____

RESPONSIBLE PARTY _____

DATES REQUESTED (PLEASE CIRCLE)

Please include set-up and take-down time when requesting dates & times

**Blacked out dates indicate facility closed

JANUARY 2016						
S	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

HOURS: _____

FEBRUARY 2016						
S	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

HOURS: _____

MARCH 2016						
S	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Spring Break March 7th – 11th

HOURS: _____

APRIL 2016						
S	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

HOURS: _____

MAY 2016						
S	M	T	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Escalante is open 12-6 on May 30th

HOURS: _____

JUNE 2016						
S	M	T	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

HOURS: _____

JULY 2016						
S	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Escalante is open 12-6 on July 4th

HOURS: _____

AUGUST 2016						
S	M	T	W	TH	F	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

HOURS: _____

SEPTEMBER 2016						
S	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Escalante is open 12-6 on Sept. 5th

HOURS: _____

OCTOBER 2016						
S	M	T	W	TH	F	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Fall Break October 3rd – 7th

HOURS: _____

NOVEMBER 2016						
S	M	T	W	TH	F	SA
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

HOURS: _____

DECEMBER 2016						
S	M	T	W	TH	F	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

HOURS: _____
